

Working Together: Roles and Responsibilities Guidelines for Advisory Boards

Responsibilities	Library Director	Advisory Board	Friends/Foundations
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal management, buildings and programmatic functions.	Work with library administration on planning and goal setting for the library.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise the library board of the need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board or local officials.	Identify and adopt written policies to govern the operation and program of the library, or recommend policies to governing body.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Assist library administration during the planning process. Provide input to the plan regarding community needs and wants.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library. Prepare grant applications for federal and other funding. Monitor expenditures and prepare reports as required.	Advocate for quality public library service for your community. Recommend library budget to governing body for approval.	Conduct fundraising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to local funders.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the Friends on the library board.	Participate in all library board meetings. Become a member of the Friends, but avoid serving on Friends board.	Maintain a liaison to the library board.
Networking	Encourage Library Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the American Library Association's <i>United for Libraries</i> for best practices.	Join the Friends of North Carolina Public Libraries (FONCPL) to connect with other Friends groups. Join the American Library Association's <i>United for Libraries</i> for best practices.